

Exception Request Form

Regarding Texas Wesleyan policy or procedure: _____

Dealing with the topic of: _____

I understand that compliance with Texas Wesleyan information security policies and procedures is expected for all individuals, organizational units, information systems, and communication systems. I have read the above-named policy or procedure and I believe that the control(s) described therein should not be required for the following:

Individual employee

Organizational unit

Information system

Communication system

(Check the relevant choice among the above options and describe below):

I furthermore understand that a control deficiency in one network-connected system can jeopardize other information systems because erroneous data may be inherited, or because a conduit for an intruder to enter Texas Wesleyan systems may be created. I also understand that non-compliance in this instance may adversely affect the morale or willingness of staff associated with other systems to comply with information security policies and procedures.

I understand that an exception to information security policies and procedures is appropriate only when it would:

- adversely affect the accomplishment of Texas Wesleyan business/academic activities, or
- cause a major adverse financial impact that would not be offset by the reduced risk occasioned by compliance.

I believe that an exception to this policy or procedure is warranted because:

I have prepared, or have had a staff member reporting to me prepare, a written assessment of the risks associated with being out of compliance with the above-mentioned policy or procedure. This risk assessment is attached and has been reviewed and approved by the IT Infrastructure Services Director.

I accept personal responsibility for this situation to be out of compliance with information security policies and/or procedures. Personal responsibility does not mean that I am financially responsible for losses that may take place as a result of this out of compliance situation. Personal responsibility does mean that my job performance evaluation, my salary and bonus, and my continued employment status at Texas Wesleyan can be jeopardized or damaged if a major loss takes place because this out of compliance situation existed.

I also understand that this exception will expire one year from the date the approvals are obtained.

Requestor:

Signature of Requestor

Printed Name of Requestor

Date Signed

Supervisor:

Signature of Supervisor

Printed Name of Supervisor

Date Signed

Reporting Line Executive:

Signature of VP or Sr. VP

Printed Name of VP or Sr. VP

Date Signed

Chief Information Officer:

Signature of CIO

Printed Name of CIO

Date Signed

VIOLATIONS

Any misrepresentations on this form may result in disciplinary action, up to and including termination of employment. Texas Wesleyan reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. Texas Wesleyan does not consider any misrepresentation to be within an employee's or partner's course and scope of employment, or the direct consequence of the discharge of the employee's or partner's duties. Accordingly, to the extent permitted by law, Texas Wesleyan reserves the right not to defend or pay any damages awarded against employees or partners that result from any misrepresentations contained herein.